

State of Connecticut Department of Social Services Job Opportunity FIELD REPRESENTATIVE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!!!!!

Posting Date: December 6, 2012 Closing Date: December 14, 2012

The Department of Social Services is currently accepting applications to fill one (1) Field Representative position in the Aging Services Division within the Hartford Central Office.

Open To: Candidates on current exam list

Position: Field Representative (SH-23)

Position Number 34559

Salary Range: \$58,318.00 - \$74,296.00 Annually

Hours: 8:00 – 4:30

Bargaining Unit: Social & Human Services (P-2)

Location: 25 Sigourney Street, Hartford, CT 06106

DUTIES AND RESPONSIBILITIES: Develops and processes contracts regarding services/programs for the elderly; coordinates efforts in program areas by attending meetings of appropriate state, regional and local organizations, and performing other liaison functions; conducts field reviews and monitors operation and management of programs to insure compliance with terms of contract and being carried out in a timely and efficient manner and in accordance with schedules, plans, stated goals and objectives; identifies program problems through monitoring activities; recommends revisions, develops alternatives to correct deficiencies and provides follow up on corrective action: evaluates programs to determine their effectiveness in reaching target population and compliance with terms of contract and federal and state regulations; provides technical assistance to agencies and organizations involved with planning or providing social services such as housing, physical and mental health, recreation, employment, pre-retirement planning, transportation, nutrition and outreach to the elderly; provides technical assistance to area agencies on aging and other contractors in program planning, design, operations and management; prepares statistical and narrative reports and analyses; meets with officials and groups to explain and interpret programs; may develop and coordinate special statewide projects for the elderly; may provide services to the elderly or their representatives who contact the agency directly; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Knowledge of contracting process and language format; knowledge of budgetary process; knowledge of resources and services available for the elderly; knowledge of social and economic problems and research related to the elderly; considerable interpersonal skills; oral and written communications skills; skill in planning, organizing and negotiation; ability to review, analyze and evaluate management and operation of programs; ability to interpret complex written material including regulations and statutes.

Field Representative

EXPERIENCE AND TRAINING:

General Experience: Six (6) years of experience in the planning and development of social, human or community services programs or in the monitoring and evaluation of these programs.

Page 2 Substitutions Allowed:

- 1) College education may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
- 2) A Master's Degree in planning, public administration or other closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirement: Incumbent in this class may be required to travel.

Note: This position may be filled by candidates from the mandatory Re-employment and Sebac Lists, which we are obligated to use. Applications will be accepted from candidates who have taken and passed the Field Representative Examination Number 121530 or who have attained permanent status in the job classification.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and do not mail a copy of your application form if you have faxed the materials. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Kristina Grodzicki, Human Resources Specialist
Department of Social Services
Human Resources Division
25 Sigourney Street – 12th Floor
Hartford, CT 06106

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY Friday December 14, 2012 CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer